

Portfolio Management Assistant

Portfolio Management Assistant - Haken

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1485697

業種

アセットマネジメント

雇用形態

派遣

勤務地

東京都 23区

給与

時給制

時給

¥2000 - ¥2100

勤務時間

9:00 - 17:30 Flex time available

更新日

2024年07月08日 10:53

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

Support the portfolio management team by assisting with filings, data management, liaising with accounting firms for checking reports, providing instructions for local vendor, and other ad-hoc duties to support the team. Accounting or accounting assistant experience would be a plus. This position is a leave cover and the expected duration will be for 10 months.

Client Details

The client is a global real estate investment management firm that provides a range of services, including private equity, public real estate securities, and debt investments. With a strong presence in key markets worldwide, the firm focuses on delivering superior risk-adjusted returns for its clients through strategic asset management and investment expertise.

Description

Daily/Weekly:

- File various reports.
- Liaise with accounting firms and trustees to manage trust beneficiary interests.
- Courier documents to administrators, lenders, and trustees.

Monthly:

- Review and verify reports (PM reports, BM reports, financial reports, AM reports).
- Provide payment and seal instructions to trust banks.
- Provide payment and seal instructions to administrators.
- Update occupancy summary data.

Quarterly:

- Perform internal valuations and update data.
- Upload data for external valuations.
- Issue invoices.

Job Offer

- Social insurances paid
- Medical insurance paid
- Commuting fee paid
- 10 days paid leave after 6 months

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Renz Ishikawa at +81 3 6832 8600.

スキル・資格

- Experience in real estate or financial accounting would be ideal, but not necessary
- Proficiency in Excel
- Bookkeeping Level 2 or higher, although not necessary
- Ability to read and write English (monthly reporting)

会社説明

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